

ADMINISTRATIVE
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(Tape Inventory)

11 February 1969

MEMORANDUM FOR: Chief, Information Processing Staff, OPPS
Information Processing Coordinators

SUBJECT : Supplemental Information on GSA Survey Forms

1. Recent inquiry as to specifics and objectives of Survey questionnaires on Agency Tapes prompts the following clarifications for those items not quite self-evident:

FORM NO. 7025 AGENCY TAPE LIBRARY CHARACTERISTICS

The form should be dated to the right of the form title.

Item 3 is the name of the official to be contacted to clarify responses when necessary.

In Section I, Item 7 requests the general office policy governing Programs per tape. Total figures of minimum, maximum, and general average of programs per tape should suffice.

Item 8 -- Your library arrangement of tapes might be numerical by Program number, alphabetical by Project name, and so forth.

Item 12 -- Because of security considerations, instead of a list of programs a broad statement will do as to the total number of programs and the volumes of program and data tapes which will be kept 3 or more years. The objective of Item 12 is to obtain some indication as to storage plans. Do you plan to keep all of these tapes in the reporting library area or transfer them elsewhere in the building, or to the Records Center, or to other components of the Agency, or outside the Agency?

Item 13 -- Conflicting reports from users, manufacturers, and storage operators concerning old tape reliability prompt this item which seeks any comments or suggestions from your experience with tape life, re-use, and age

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limits. Storage conditions and disposal scheduling will be influenced by these comments and surveys being conducted by National Archives.

Item 14 -- A brief statement of general documentation policy and format will suffice. It is desirable that plans for storage of old tapes include plans for storage of related documentation as well. Does documentation policy cover historical or other permanent records? Are they retained as tape, microfilm, or hard copy? Will long-range tapes be converted to meet future equipment changes?

FORM 7036

ARCHIVAL MAGNETIC TAPE INVENTORY

Item 4 -- Use of the term Tape Library is intended to identify the location of any collection of tapes regardless of size or formal organization.

Item 5 -- This "Description of Record Content" seeks a broad, general explanation of the coverage of each machine language file. Often the title will suffice. (i.e. Security Files Index, Staff Employee Payrolls for two years, Logistics Stock Management, WALNUT Index, MPIC Flight 1234). Some libraries may already have machine listings of their data files and those may be attached as the response. (Retention periods of the Agency's manual files are itemized in the Records Control Schedules of each Component. Similar scheduling of machine language files must be completed by component or Directorate Records Management Officers.)

Item 6 is dependent upon item 5 above and will be equally general.

The Detail section 7, items A through H, apply only in libraries with a few types of files on tape. The libraries with large collections of many types of machine records probably have this kind of detail in another format which may be attached.

Section 8 inquires as to the existence of any Retention Plan or Records Control Schedule. If one has been completed then its number will answer 8 A and B. If not the Records Management Officer for the component should complete such an inventory and Schedule the tape files for appropriate disposition periods.

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Item 10 should include the typed name, title, and phone extension of the person to be called to clarify any entry when necessary.

2. For additional information on this survey, you may contact

[redacted]

502 Magazine Building.

[redacted]

[redacted]

Information Processing
Coordinator, DD/S

DDS/SSS/RAB/VJB:jms (11 February 1969)

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